

**U. S. BANKRUPTCY COURT FOR THE DISTRICT OF OREGON  
REGISTRATION FOR PARTICIPATION IN ELECTRONIC CASE FILE (ECF) SYSTEM**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Oregon State Bar No.: \_\_\_\_\_ Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_  
E-Mail Address for Electronic Notification of Filings AND Court Correspondence re ECF, General Court Procedures, etc.:  
\_\_\_\_\_; Send Notice to this Additional E-Mail Address: \_\_\_\_\_

Mark ONE:                      Send Electronic Notice of Each Filing                      Send a Daily Summary Report

Send Electronic Notice in the Following Format (Mark ONE):

HTML for Netscape, ISP E-mail Service (e.g., AOL, Hotmail, Yahoo, etc.)

Text for cc:mail, Groupwise, Lotus Notes, Outlook, Outlook Express, Other E-mail service

Contacts for Participant's ECF errors: (Primary) \_\_\_\_\_ Phone No.: \_\_\_\_\_  
(Backup) \_\_\_\_\_ Phone No.: \_\_\_\_\_

**TRAINING/PROFICIENCY EXAM INFORMATION**

Mark ONE:

I represent debtors.

I represent creditors, but occasionally do debtor work.

I represent only creditors, and certify that I never file bankruptcy petitions. [NOTE: If you mark this option you will NOT be given permission to file petitions without taking a further exam.]

Mark ONE:

I use ECF in the districts of \_\_\_\_\_, and request to take the proficiency exam. I understand that if I do not pass the exam on my first attempt, I will be required to attend training at the court.

Training will be needed before taking the exam. I am separately submitting the Application and Pre-Class Exercises found at:  
<http://www.orb.uscourts.gov/orb/ecf.nsf/ecftrng.htm>.

The following should receive training in the priority order set forth below:

NAME(S): \_\_\_\_\_

**CERTIFICATION**

The undersigned/above named Participant certifies his/her understanding and agreement regarding all of the following:

1. Federal Rule of Bankruptcy Procedure (FRBP) 9011 requires that every pleading, motion, and other paper (except lists, schedules, statements or amendments thereto) filed with the Court be signed by at least one attorney of record or, if the party is not represented by an attorney, by the party. Any login issued to a Participant by the Court identifies that Participant to the Court each time [s]he logs on to the ECF system. The Participant shall be solely responsible to the Court regarding each record entered into the ECF system using the Participant's login. The use of a Participant's login constitutes the signature of the Participant for purposes of FRBP 9011 and any other authority relating to signatures on any document or pleading filed electronically using a Participant's login. Therefore, a Participant must protect and secure any court-issued login and its corresponding password (e.g., see General Order (G.O.) #03-3). If the Participant has any reason to suspect his/her password relating to a court-issued login has been compromised, the Participant will immediately change the password.
2. The originals of all electronically filed pleadings, affidavits, and other documents that contain original signatures or require verification under FRBP 1008, or an unsworn declaration (e.g., per 28 U.S.C. §1746), will be maintained by the Participant, or the firm representing the party on whose behalf the document was filed, for ten years.
3. Upon receipt of notification from the Court that [s]he has been approved for use of the ECF system as a Participant with a fully activated login Participant will: (a) electronically file all documents using the ECF system, except when otherwise permitted by a Court Order or Administrative Procedure; (b) NOT ALTER any text or the format of any Local Bankruptcy Form ("LBF"); AND (c) in lieu of conventional service, accept electronic service of pleadings, orders and other documents in accordance with the provisions of all Rules, and Court Orders and Administrative Procedures.
4. Participant will comply with all Local Rules; Court Orders; and any Administrative Procedures, Style Guides, Event Charts, User Manuals, etc. relating to the ECF system (e.g., G.O. #03-3).

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Participant

**Please print, sign and**

**and mail original to:** Clerk, United States Bankruptcy Court  
ECF REGISTRATION  
1001 S.W. Fifth Avenue, #700  
Portland, Oregon 97204

130 (3/18/05)

**Please ALSO immediately use and e-mail this fillable PDF form to:**

training\_pdx@orb.uscourts.gov or  
training\_eug@orb.uscourts.gov. Please choose the  
e-mail address that corresponds to the office of the Court in which  
you expect to file the majority of your documents (i.e., either  
Portland (pdx) or Eugene (eug)).